

## CONTRACT POSITION OPPORTUNITY

Dec.5 - Dec.30, 2006

Posting Date

### MASSACHUSETTS TRIAL COURT

Scope of Services and Activities  
for

#### REGIONAL DRUG TREATMENT SPECIALIST

Administrative Office of the District Court

All applications must be received by: December 30, 2006

#### **SUMMARY:**

The Administrative Office of the District Court is filling three contract positions for statutory Regional Drug Treatment Specialists for a period beginning approximately January 16, 2007 and extending through June 30, 2007. **These are contract, non-employee positions, without employee benefits and do not include vacation, sick or holiday pay.**

Each Regional Drug Treatment Specialist will be responsible for a cluster of drug courts grouped as follows:

- Position one: Drug court sessions located in the Lawrence, Ayer and Cambridge District Courts,
- Position two: Drug court sessions located in the Chelsea, Malden, Framingham and Lynn District Courts
- Position three: Drug court sessions located in the Barnstable, New Bedford and Quincy District Courts.

Regional Drug Treatment Specialists are required to work a 37.5 hour week, from 8:30 a.m. to 4:30 p.m. daily. Regional Drug Treatment Specialists are required to travel to courts and programs in their own vehicles and will be reimbursed for mileage at the normal state rate.

#### **MAJOR DUTIES:**

Within each designated court cluster, the Regional Drug Treatment Specialist will have the following responsibilities:

1. To be well informed about the *substance abuse, recovery process* and *treatment*

*options* within the criminal justice and public/private health systems.

2. To *collect specific, standardized categories of information* and to submit detailed written reports on all aspects of *drug court operations* including:
  - The operations of each drug court session, including funding and service needs.
  - Number and place of admissions and discharges both to drug court sessions and to treatment programs from drug court sessions.
  - Lists of clinical dispositions for all discharges.
  - Local program availability, contact information, beds currently available and wait list times.
3. To identify new and *additional treatment programs* and post-disposition opportunities in the community that substance abusers can take advantage of, including but not limited to employment opportunities, training or services; housing opportunities; and transportation alternatives.
4. To assist courts in *coordinating the effective delivery of treatment resources* for substance abusers.
5. To develop and maintain computer records that provide an overview of each drug court session *participant's status and progress* while a participant in the drug court session.
6. To collect information relating to the *current status of recent graduates* of the drug court sessions including employment, ongoing educational efforts, living conditions and family status.
7. To assist with data collection for any *longitudinal evaluation study* of the effectiveness of drug court session techniques.
8. To identify a *comprehensive directory of resources* available for treatment, community placements, individual assessments and long term aftercare options for persons addicted to alcohol or controlled substances, in conjunction with the Department of Public Health's Bureau of Substance Abuse Services (BSAS), the Programs Division and the Research Department within the Office of the Commissioner of Probation (OCP), the Office of Community Corrections (OCC), and treatment providers.
9. To identify a *comprehensive directory of treatment resources and appropriate placement options*, in conjunction with correctional facilities and parole re-entry centers, for incarcerated drug court participants as re-entry to the community is planned.
10. To develop *educational programming and community outreach initiatives*

including but not limited to the development of materials, computer generated graphs and charts explaining how drug court sessions work and their effectiveness.

11. To contribute to the efforts of drug court sessions to *educate* the judiciary and court staff, treatment providers, the bar, and the community concerning the efficacy and appropriate utilization of drug court sessions.

**SUPERVISION RECEIVED:**

Each Regional Drug Treatment Specialist will report to a designee of the Chief Justice of the District Court, and will send copies of all designated reports to other agencies as requested.

**MINIMUM POSITION REQUIREMENTS:**

An associate's degree from an accredited institution.

Experience in addiction treatment or related services, or graduate work in the behavioral sciences, administration, management, or criminal justice, is preferred.

Basic personal computer skills, including word processing and spreadsheet use, is strongly preferred.

**COMPENSATION RATE:**

\$22.00 per hour. This is a contract position without employee benefits, and does not include vacation, sick or holiday pay. Contractors are required to work a 37.5 hour week, from 8:30 a.m. to 4:30 p.m. daily except on court holidays.

**APPLICATIONS:**

Although this is a contract position, applicants should complete a standard Trial Court employment application, available at the address below, or at any court, or at <http://www.mass.gov/courts/jobs>. Completed applications with resumes should be forwarded to:

Administrative Office of the District Court  
Two Center Plaza – Suite 200  
Boston, MA 02108  
Attn: Regional Drug Treatment Specialist positions

Please indicate for which of the three positions you wish to be considered.

**AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**